

CITY OF BURBANK

INFORMATION SYSTEMS ANALYST IV

DEFINITION

Under general direction, manages projects; performs highly technical work in a specialized field of systems analysis; provides consultation in the specialty area of systems analysis including data modeling, feasibility studies, benefit analysis, process improvement, best practices, and business modeling; and performs other related work as required.

ESSENTIAL FUNCTIONS

Oversees the analysis, design, evaluation, testing, documentation, implementation, and maintenance of complex applications; facilitates Joint Application Requirement (JAR) or Joint Application Development (JAD) sessions including prototyping; conducts, facilitates, and documents meetings to identify business processes and information needs; develops requirements and specifications for the most specialized and complex programs/systems; solves the more complex application and system performance problems; analyzes application performance data and projects computer workloads; analyzes hardware and software; establishes quality assurance standards and procedures; provides technical consultation on information systems plans; supervises staff; reviews and evaluates personnel performance; coordinates the development, solicitation, and procurement processes for Information Technology projects including RFPs, RFQs, and RFIs; participates as a technical expert in the negotiation of Information Technology contracts; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – SQL and PL/SQL language; Oracle Discoverer; advanced structured system design and business functions; industry standard application development methodologies and analysis tools; all aspects of systems analysis and development using industry standard methodologies and/or analysis tools.
- Ability to - monitor existing application systems functionality; develop change management procedures and quality standards; effectively communicate and facilitate group discussions; lead and train others; develop technical and user documentation; perform complex problem identification and resolution; perform assigned tasks quickly and accurately; follow established oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and one year of experience at the level of an Information Systems Analyst III or five years of experience in information systems analysis and design with one year at the level of project manager.

Special Conditions & Requirements: The physical ability to lift computer equipment up to 20 pounds, physically perform sedentary to light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a current industry recognized certification (to be determined at the time of recruitment) may be required at the time of appointment.

SUPPLEMENTAL INFORMATION

None.